

<p style="text-align: center;"><b>SAMPLE</b> <b>WITHHOLDING OF WITHIN GRADE INCREASE LETTER</b></p>
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[NOTE: All letters affecting or proposing disciplinary action should be reviewed by an Employee Relations Specialist prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]

To: Employee X

From : Supervisor

Subject: Withholding of Within Grade Increase (WIGI)

Office of Personnel Management regulations authorize a within-grade increase only when an employee's work performance is an acceptable level of competence. On December 10, 20\_\_ I informed you that your performance was failing to achieve results in three critical elements.

On July 1, 20\_\_ I informed you that your current performance was unacceptable and as a result you would be provided a formal opportunity to demonstrate that you could achieve the results identified in your performance plan. The opportunity to improve period ended on November 12, 20\_\_.

You are hereby notified that your performance is not at an acceptable level of competence therefore, your within-grade increase which was due July 7, 20\_\_ is being withheld. The reasons for this negative determination and the areas needing improvement were discussed and noted in my December 10, 20\_\_ letter to you.

You have the right to request a reconsideration of the decision to withhold your within-grade increase. A request for reconsideration must be in writing indicating reasons why this decision should be considered, and be submitted to **[supervisor above reviewing official]** within 15 days of the receipt of this notice.

If you desire to contest this decision in person, your written request should so indicate. You have a right to be represented by a representative of your choice in presenting your request, and you will be given a reasonable amount of official time to prepare your request. If you choose to request a reconsideration, your written request should state whether you will have a representative and who that representative will be.

If you have any questions regarding your work performance or this notice, please let me know. I am available to assist you.

*November 2001*